

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P. O. BOX 942850  
Sacramento, CA 94250-5878

DATE: February 2, 2007

TO: All Agencies and Campuses in the Uniform State Payroll System

FROM: DON SCHEPPMANN, Chief  
Personnel/Payroll Services Division

RE: **PAYROLL PROCEDURES MANUAL – JANUARY REVISION # 01 – 07**

The Internet version of the Payroll Procedures Manual (PPM) has been updated and the sections below have been replaced with the current PDF version for January 2007. The manual can be obtained by accessing the State Controller's Office public web site at: <http://www.sco.ca.gov/ppsd/ppm/index.shtml>.

Vertical revision bars in the right margins indicate additions, deletions, or changes. Revision bars are not inserted for format and minor grammatical changes.

The revised sections for the January 2007 PPM are provided below:

Section B – 016 – Deduction Code 005, added.

Section D – 200 – 2007 Payroll/Agency Cutoff/Cycle/Transfer Date, revised.

Section H – 150 – Earned Income Credit, revised.

158 – Earned Income Credit Advanced Payment Formula, revised.

214 – Retirement ID, Exclusion Amounts & State Share Rates, revised.

**PLEASE NOTE:**

Effective November 20, 2006, the State Controller's Office changed to the Automated Listserv Management System (Listserv), replacing the Majordomo Automated List Management System (Majordomo). Please refer to [Personnel Letter 06-019](#) for further information. For instructions to subscribe or unsubscribe go to: <http://www.sco.ca.gov/ppsd/ppm/index.shtml>.

If you have any comments/suggestions or questions that would benefit the PPM, please contact Terri Yarbrough at (916) 322-1245 or via email at [tyarbrough@sco.ca.gov](mailto:tyarbrough@sco.ca.gov).

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